



EXECUTIVE COMMITTEE

MINUTES

Tuesday, January 22, 2002

**Department of Information Technology Security Division Conference Room
2:00 – 4:00 p.m.**

ATTENDANCE:

Members:

Secretary of Technology Donald W. Upson; Cheryl Clark (Department of Motor Vehicles); Ray Davis (Department of Game and Inland Fisheries); Chip German (University of Virginia); David Molchany (County of Fairfax); Jerry Simonoff (Department of Technology Planning);

Staff:

Jenny Wootton (Department of Technology Planning)

Presenters, Guests, and Representatives:

Bernie Hill (Virginia Department of Transportation); Eugene Huang (Office of the Secretary of Technology); Paul Lubic (Department of Technology Planning); Don Parr (KPMG Consulting); Dan Ziomek (Department of Technology Planning)

Members Absent:

David Sullivan (City of Virginia Beach)

MEETING OBJECTIVES

The objectives of the Executive Committee meeting are: (1) To discuss the draft issues paper and the responses of the COTS Workgroups to the issues survey; (2) To discuss the revised draft Bylaws and COTS Executive Committee Charter; and (3) To set the agenda for the COTS January 31 meeting.

WELCOME AND OPENING REMARKS

COTS Executive Director Jenny Wootton called the meeting to order at 2:10 p.m. Secretary of Technology Donald W. Upson welcomed everyone and thanked everyone for coming to the meeting. Secretary Upson stated that he would be leaving in early March and George Newstrom would be the new Secretary. George Newstrom is the current head of EDS Asia, and his last official act is to chair the World Congress in Australia at the end of February. Secretary Newstrom has the ability to work with people and understands the issues of eGovernment. Secretary Upson described the leadership style of Governor Warner as hands-on, collegial, results-oriented, and fostering creativity.

Secretary Upson introduced Deputy Secretary of Technology and Special Advisor to the Governor Eugene Huang. Eugene Huang will be the primary person to help transition George Newstrom and the new team, and will serve as the institutional memory.

COTS is more visible and more central, and could be of help to the Wilder Commission that is reviewing state government. Thanks to COTS, agencies are that much less silo-oriented and are willing to share resources. In terms of project management, this is a big issue for Governor Warner, and he wants the COTS Dashboard in place. Secretary Upson also said that work on eVA, Virginia's eProcurement system, is underway to make it successful.

APPROVAL OF MINUTES

The minutes of the December 18, 2001, meeting were deferred to the February meeting of the Committee, as the minutes were not available prior to the meeting.

ISSUES PAPER

Ms. Wootton introduced the draft of the COTS Issues Paper, which is based on the input of the COTS members and COTS Workgroups. The items were sorted out into categories, such as Privacy and Security, Seat Management, Infrastructure, and Communications. Ms. Wootton noted that the paper includes discrepancies, as it

reflects the full input of the Council and its Workgroups.

David Molchany noted that there are too many issues in the paper. Jerry Simonoff characterized the paper as a “mutual stream of consciousness,” and remarked that it is similar to the Common Requirements Vision document produced over a year ago, and could be a way to update that document. Chip German remarked that the categories are more philosophical and not so practical as they are in the CRV. There is more focus on best practices on the front end and less mandates. The issues paper does not fit in the array of the CRV.

Mr. Molchany stated that the local government needs a framework within which to work with states for networking and systems enhancement.

Don Parr asked if the point of the paper was to reduce duplication. Mr. Molchany responded that the paper addresses multiple issues, one of which is reduction of duplication. Mr. Parr said there is misconceptions about the definition of an enterprise-wide system. Mr. Molchany responded that this is not an ERP, that enterprise-wide systems includes the actual management of systems and resources—everything that deals with the enterprise.

Mr. Simonoff said that it may be worthwhile to share all of the ideas with the new Secretary and the new administration as a collective vision, and then polish it further with the input of the leadership. Mr. German recommended sending the paper to COTS members in advance of the January 31 meeting to discuss.

Mr. German recommended adding a category of procurement to the paper. Mr. Simonoff agreed, stating that an impediment is not having the resources to move more quickly on acquisition, and that more balance is needed. Mr. German said that moving to different types of contracts with the transfer of purchasing to DIT from DGS would be beneficial, particularly multi-vendor awards. Mr. Simonoff said that the notion of pre-qualifying vendors would be helpful, and Mr. German agreed that it would ease concerns in the higher education community.

Mr. Parr asked if pre-qualification was different than the IT body shop contract. Mr. German stated that it was, but that it covered a full range of products and services, not just IT staffing. Mr. Simonoff said that substantive discussions are needed for this thorny issue, and that it will be easier for the new administration to look at the topic.

Ray Davis noted that technology is likely to take a shot in the budget, and agencies will have to limp along with what they’ve got as no new projects are likely. Mr. Simonoff

agreed that the implications of the budget shortfall could be significant to technology. Mr. Davis said it is easier to cut what you don't have (technology) than it is to cut what you do have (staff, programs). Mr. Simonoff stated that technology would have to find ways to raise its own capital, that the budget process is a bit like looking for a pot of gold at the end of the rainbow. Mr. German stated concerns about debt-financing. Mr. Parr stated that Governor Warner is adamant against it.

Mr. German said that Higher Education is both addicted to and hampered by the Higher Education Equipment Trust Fund—how to get by on a shortage of funds. Mr. Parr noted that getting money is difficult with insufficient business cases.

Mr. Simonoff agreed and said that business case analysis and background is traditionally not done well. It is hard to capture cost savings. We are in the business of saving time and money for our citizens. Some agencies get rewarded for that through good press, and set the bar for others to shoot for. Mr. Davis noted that on the flip side, government is not a business, and does not take advantage of the cost savings—it will not lay people off, which can be a huge obstacle.

Dan Ziomek noted a discrepancy in the categorization of the issues paper and recommended splitting some items out of the category concerning governance and collaboration.

COTS WORKGROUPS

Discussion on the COTS Workgroup responses to the survey was postponed to the February meeting of the Executive Committee.

COTS BYLAWS AND EXECUTIVE COMMITTEE CHARTER

Discussion of the COTS Bylaws and Executive Committee Charter revisions was tabled to the January 31 meeting of the full Council as they were not available prior to the meeting.

COTS AGENDA ITEMS FOR JANUARY 31

Ms. Wootton introduced the requests made for presentations or discussion items for the full Council meeting on Thursday, January 31. Items included: a presentation by The Library of Virginia on electronic records management, a legislative update, the COTS bylaws and the COTS Executive Committee charter, update on MyVirginia PIN, update

on the COTS Dashboard project, and a presentation on reverse auctions. The Executive Committee requested to defer the presentation on reverse auctions to a later meeting. The remaining proposed agenda items were accepted by the Committee.

NEW BUSINESS/PUBLIC DISCUSSION/CLOSING REMARKS

No new business was introduced.

ADJOURN

Ms. Wootton adjourned the meeting at 3:50 p.m. and thanked everyone for coming.

Next Meeting:

February 11, 2002

2:00 – 4:00 p.m.

Department of Information Technology Executive Conference Room

Respectfully submitted,

Jennifer L. Wootton

Executive Director

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